

SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Prioritization of CORE Working Group Submissions

FROM:

D/ODP/DDA  
2-D-00 HQS. ☐

EXTENSION

NO.

ODP 81-1267

DATE

22 SEP 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Bill Hart, ADDA  
7D24, Hq.

2.

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4.

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10.

11.

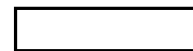
12.

13.

14.

15.

Bill:

Please call me if you have  
you have any questions or  
if I can be of further  
assistance.

25X1

*TV consolidation*  
*Travel*  
*Increase use*  
*of incentive awards*

DD/A REGISTRY  
 FILE: *Committee's*

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DD/A Registry

81-1170/12

ODP-81-1267  
22 September 1981

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

[Redacted]  
Acting Director of Data Processing

SUBJECT: Prioritization of CORE (Cost Reduction and Efficiency) Working Group Submissions into New Categories

1. The DDA CORE Working Group has reexamined all previous office submissions in Categories II through V for the purpose of recategorizing as follows:

- Category I - Most Likely to Achieve - Immediate Dollar or Position Savings
- Category II - Less Likely to Achieve - Immediate Dollar or Position Savings Possible
- Category III - Dollar or Position Savings Not Accurately Identifiable at this Time (Also Cost Avoidance, Increased Responsiveness, Reliability, etc.)

2. Attached are our submissions. Each item shows the estimated savings and is cross-referenced to the category in which it originally appeared in our previous reports to you.

3. Our guidance in preparing this material was that each office be prepared to implement any of the items selected by the Agency CORE Group.

Attachment: A/S

cc: Members of CORE Working Group

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CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

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CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Communications

- |    |   |  |
|----|---|--|
| 1. | Acceleration of Secure Voice Program<br>(Category II A/B)                 | \$1,400K                                     |
| 2. | Shift from External TEMPEST Testing to<br>Internal Testing (Category IIB) | \$220K annually<br>(but need 4<br>positions) |
| 3. | Eliminate Handwritten Corrections<br>(Category IV)                        | \$30K (and<br>2 positions)                   |

CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Information Services

- |    |   |                                |
|----|---|--------------------------------|
| 1. | Control of Top Secret Collateral Material<br>(Category IIC)     | \$22K                          |
| 2. | Elimination of Systematic Classification<br>Review (Category V) | \$265K (and<br>8 positions)    |
| 3. | Elimination of Freedom of Information<br>Act (Category V)       | \$1,075K (and<br>49 positions) |

CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Logistics

- |    |  |  |
|----|--|--|
| 1. | New Printing Equipment (Category IIA)                | \$248K (and positions)                   |
| 2. | Increase Competitive Procurement (Category III)      | \$3,000K (but need 2 positions)          |
| 3. | Close the EDR (Category IV)                          | \$73K (and 5 positions)                  |
| 4. | Standardization of Agencywide Equipment (Category V) | \$3,000K (but need 2 positions)          |
| 5. | Consolidation of Micrographics (Category V)          | \$245K (and 5 to 6 1/2 positions)        |
| 6. | Genigraphics in P&PD (Category V)                    | \$66K                                    |
| 7. | Consolidation of Copier Management (Category V)      | \$250K (but add 2 OL provided positions) |

CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Medical Services

1. Implement Field PATB-II Testing \$100K annually  
(Category IIC)

CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Security

- |    |   |        |
|----|---|--------|
| 1. | "Blue Blazer" Protective Force<br>(Category III)  | \$135K |
| 2. | Discontinue Communications Link<br>(Category III) | \$15K  |
| 3. | Up-Front Polygraph<br>(Category III)              | \$75K  |



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CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Training and Education

- |    |   |                            |
|----|---|----------------------------|
| 1. | Elimination of Off-Campus Program<br>(Category IV)  | \$53K                      |
| 2. | Elimination of Disseminating Information on<br>External Training (Category IV)  | \$31K (and 2<br>positions) |
| 3. | Improve TV Production Facilities at the<br><div data-bbox="280 884 727 919" style="border: 1px solid black; display: inline-block; width: 275px; height: 17px;"></div> (Category IIC) | \$142K annually            |

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION  
SAVINGS POSSIBLE

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION  
SAVINGS POSSIBLE

Office of Data Processing

- |    |  |                |
|----|--|----------------|
| 1. | Component Budgeting of Terminals<br>(Category III)     | Unknown        |
| 2. | Reduction in Cost of Output Products<br>(Category III) | \$53K annually |

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION  
SAVINGS POSSIBLE

Office of Finance

- |    |   |                             |
|----|---|-----------------------------|
| 1. | Electronic Fund Transfer for Covert Personnel<br>and Self-Mailers for Statements (Category III) | \$104K (and<br>.5 position) |
| 2. | Centralize Travel Accounting<br>(Category V)  | \$34K (and 2<br>positions)  |
| 3. | Consolidation of all Financial Management<br>in the Office of Finance (Category V)              | \$209K (and 9<br>positions) |
| 4. | Centralization of Budgeting and Management<br>for Personal Services Costs (Category V)          | \$162K (and 7<br>positions) |

CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION  
SAVINGS POSSIBLE

Office of Logistics

25X1

- |    |   |                               |
|----|---|-------------------------------|
| 1. | Enhance <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1em; vertical-align: middle;"></span> Efficiencies of Operation through Capital Investments (Category IIA) | \$38.5K                       |
| 2. | Improved Energy Efficiency of Existing Buildings and Equipment (Category IIC)   | \$1,200K annually (to GSA)    |
| 3. | Take over Headquarters from GSA (Category IIC)  | \$2,900K annually (from SLUC) |
| 4. | Control and Limit Year-End Funding (to preclude fund "dumping") (Category III)  | \$100K (Comptroller Action)   |
| 5. | Remote Information Media Centers (Category III)   | Unknown                       |
| 6. | Increase the Use of Suggestion Awards (Category III)  | \$415K                        |
| 7. | Increase Sea Shipments (Category IV)  | \$194K                        |

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION  
SAVINGS POSSIBLE

Office of Security

- |    |  |        |
|----|--|--------|
| 1. | Discontinue Short-Term Employee Program<br>(Category IV) | \$140K |
| 2. | Additional Guard Force Reductions<br>(Category IV)       | \$110K |

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION  
SAVINGS POSSIBLE

Office of Training and Education

- |    |   |         |
|----|---|---------|
| 1. | Automation of Language Laboratory<br>(Category IIC) | Unknown |
|----|---|---------|

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CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT  
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,  
RELIABILITY, ETC.)

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CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT  
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,  
RELIABILITY, ETC.)

Office of Communications

- |  |         |
|--|---------|
| 1. Combine Offices of Communications, SIGINT<br>Operations, and Development and Engineering<br>Commo Support Groups (Category V) | Unknown |
|--|---------|

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CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT  
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,  
RELIABILITY, ETC.)

Office of Data Processing

- |   |  |
|---|--|
| 1. Increase in Funds and/or Positions<br>for Software Development (Category IIC)                                  | Unknown                                |
| 2. Standardization of Word Processing<br>(Category V)   | \$520K                                 |
| 3. Capital Investments to Improve the<br>Productivity of the ADP Central Service<br>User Community (Category IIB) | \$1,670K<br>(but need 20<br>positions) |

CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT  
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,  
RELIABILITY, ETC.)

Office of Finance

- |    |  |                            |
|----|--|----------------------------|
| 1. | Field Accounting System<br>(Category IIA)                                  | Unknown                    |
| 2. | Payroll System<br>(Category IIC)   | \$98K annually             |
| 3. | Logistics Integrated Management System -<br>Vendor Payments (Category IIC) | \$27K annually             |
| 4. | Absorption of New Pay Cases<br>(Category III)                              | \$34K (and 2<br>positions) |
| 5. | Automated Travel Accountings<br>(Category III)                             | Unknown                    |
| 6. | Computer-Aided Instruction<br>(Category III)                               | Unknown                    |

CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT  
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,  
RELIABILITY, ETC.)

Office of Information Services

- |   |        |
|---|--------|
| 1. Online Records Retrieval and Search System<br>(Category IIC) | \$154K |
| 2. Headquarters Records Review<br>(Category IIC)                | \$207K |
| 3. Abolish the AWP and the EOP in the PAR<br>(Category III)     | \$671K |

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RELIABILITY, ETC.)

Office of Logistics

- |      |   |                       |
|------|---|-----------------------|
| 25X1 | 1. Logistics Integrated Management System<br>(LIMS) (Category IIB)  | \$1,000 -<br>\$1,500K |
|      | 2. OL Property Accounting Systems<br>(Category IIB)   | \$265K annually       |
|      | 3. New Building at Headquarters<br>(Category IIB)   | \$5,300K              |
|      | 4. Utilities Reliability Improvements<br>(Category IIB)   | - 0 -                 |
|      | 5. Establishment of Regional Logistics<br>Support Activity in <span style="border: 1px solid black; display: inline-block; width: 80px; height: 1.2em; vertical-align: middle;"></span> (Cat. III)  | Unknown               |
|      | 6. Prepare Logistics Support Annexes for<br>Contracts and Projects with Budgeted<br>Cost Exceeding \$250,000 (Cat. III)   | Unknown               |
|      | 7. Consolidation of Transportation in OL<br>(Category V)  | Unknown               |
|      | 8. Consolidation of Graphics (Category V)   | Unknown               |
|      | 9. Consolidation of JPRS (Category V)   | Unknown               |
| 25X1 | 10. Consolidation, Elimination, or Better<br>Utilization of <span style="border: 1px solid black; display: inline-block; width: 120px; height: 1.2em; vertical-align: middle;"></span> (Category V) | Unknown               |

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DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT  
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RELIABILITY, ETC.)

Office of Medical Services

- |    |  |                |
|----|--|----------------|
| 1. | Acquisition of Two Scan-Tron 5098 Optical Mark Readers (Category IIA)                | \$16K annually |
| 2. | Develop Text/Report Writing Software Package (Category IIA)                          | \$40K annually |
| 3. | Acquire a Dual-Station NBI-3000 Word Processing System (Category IIB)                | \$15K annually |
| 4. | Automated CCCR Data Input (Category IIB)   | \$60K annually |
| 5. | Consolidation of all Agency Medically and Psychologically Related Tasks (Category V) | Unknown        |
| 6. | Transfer the Overseas Medical Benefits Program (Category V)                          | Unknown        |

CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT  
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,  
RELIABILITY, ETC.)

Office of Security

- |    |  |                              |
|----|--|------------------------------|
| 1. | SANCA Reprogramming<br>(Category III)            | \$30K (and 2<br>positions)   |
| 2. | Personnel Security Initiatives<br>(Category III) | \$573K                       |
| 3. | Eliminate Key punch Activity<br>(Category III)   | \$20K (and 1.3<br>positions) |

CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT  
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,  
RELIABILITY, ETC.)

Office of Training and Education

25X1	<div style="border: 1px solid black; width: 600px; height: 30px;"></div>	Unknown
	2. New Special Operations Training Course Classroom (Category IIC)	Unknown
25X1	3. Addition to <div style="border: 1px solid black; width: 120px; height: 15px;"></div> Conference Site (Category IIC)	Unknown
	4. Computer Assisted Language Instruction (Category IIC)	Unknown
25X1	5. New Classroom Building and Dormitory - <div style="border: 1px solid black; width: 280px; height: 15px;"></div> (Category IIC)	Unknown